

San Felipe Del Rio CISD

Employee Travel Guidelines

EXPENSE CATEGORY	TRAVEL IN STATE	NOTES												
<p><u>MEALS</u></p> <p>Partial Day Travel - District advance/ reimbursement are based on departure and return times.</p>	<p><u>EMPLOYEE PER DIEM STANDARD \$68.00</u> Breakfast - \$ 16.00 Lunch - \$ 19.00 Dinner - \$ 28.00 Incidentals - \$ 5.00</p> <p><i>Per diem rates for Texas vary on city-refer to GSA guide</i></p> <p><u>EMPLOYEE FEDERAL PER DIEM STANDARD \$36.00</u> One day travel Breakfast - \$ 6.00 Lunch - \$ 10.00 Dinner - \$ 20.00</p> <p><u>EMPLOYEE FEDERAL PER DIEM STANDARD \$63.00</u> Overnight trip Breakfast - \$ 16.00 Lunch - \$ 19.00 Dinner - \$ 28.00</p> <table border="1"> <tr> <td>MEALS ALLOWED</td><td>DEPARTURE from Del Rio BEFORE</td><td>RETURN to Del Rio AFTER</td></tr> <tr> <td>BREAKFAST</td><td>8:00 AM</td><td>8:00 AM</td></tr> <tr> <td>LUNCH</td><td>12:00 PM</td><td>12:00 PM</td></tr> <tr> <td>DINNER</td><td>6:00 PM</td><td>6:00 PM</td></tr> </table>	MEALS ALLOWED	DEPARTURE from Del Rio BEFORE	RETURN to Del Rio AFTER	BREAKFAST	8:00 AM	8:00 AM	LUNCH	12:00 PM	12:00 PM	DINNER	6:00 PM	6:00 PM	<p>Total meal allowance may be used at traveler's discretion (spend on one meal or all can be spent on two meals, etc.)</p> <p>Sales tax must be paid on meals unless the District contracts the meals and a check is used to pay for the meals (either at time of purchase or by PO) <i>*Sales tax will not be refunded when Federal funds are used*</i></p> <p>Travelers are not required to return receipts in for meals <i>*unless using Federal Funds*</i></p> <p>Parking fees and internet charges are included as part of incidentals per diem rate <i>*incidentals are not given for Federal funded trips*</i></p>
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<p>TRANSPORTATION - By private vehicle - By district vehicle</p>	<p>Private Vehicle Object Code 6411 – Mileage rate \$0.70 (1/1/2025) Refer to MapQuest to determine mileage for allowable advances</p> <p>Van Object Code 6411 – Mileage rate \$0.85</p>													
<p>LODGING</p>	<p>STANDARD RATE \$110.00 – ORIGINAL DETAILED HOTEL RECEIPT REQUIRED Hotel rates for Texas vary on city – refer to GSA guide When possible, double occupancy is expected (total rate \$220) District is exempt from Texas state hotel occupancy tax</p>													
<p>OTHER EXPENSES - Registration fees</p> <p>OTHER NOTES</p>	<p>Registration/entry forms required with itinerary</p> <p>Federal fund TEA meal allowance is \$63.00 for overnight trips and \$36.00 for non-overnight trips, lodging is \$110.00 Any amount over these allowances must be paid from local funds (1XX)</p>													

Return travel must be completed and returned within five (5) workdays after trip